Training Strategic Level Working Group
Adopter Subcommittee
Meeting Notes
May 26, 2004

Meeting Date	May 26, 04
	10:45-11:30 am
Attendees:	**NCI Facilitator:** Marsha Reichman PhD
	Participants:
	Ed Quick: OHSU
	Naveen Vinukanda IFCP
	Emily Chung IFCP
	Jay Lewis University of Chicago
	NCI: Lynette Grouse, Kim Diercksen, Jamie Keller
	Booz Allen Working Group Coordinator: Cait Cusack
Agenda	1. Introduction of Kim Diercksen and Jamie Keller
	2. Finalize Mission Statement
	3. Discuss findings on currently available training tools
	4. Review the priorities of the subcommittee
	5. Discuss the development of a framework for the project plan
	6. Review and discuss the outline for developing SOPs
	7. Define additional action items, specifying individual responsibilities and timelines
	8. Other issues and concerns

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	9. Confirmation of next meeting June 9, 2004
1. Introduction of Kim Diercksen and Jamie Keller	Kim Diercksen joined us on the meeting. She is the Application Support Manager at NCICB and will be working on developing training materials for NCICB tools. She also introduced Jamie Keller who is the lead Trainer at NCICB. The NCICB has made the clinical tools (C3D/Oracle Clinical) their first priority since those tools currently have the greatest number of users. Training for other tools - such as caCORE - will follow after that. The training for each tool will be done from whatever perspectives are appropriate: developer, end-user, manager, etc.
2. Finalize Mission Statement	• There was a proposed change in the mission statement to read: *"To design, identify and modify standards, protocols and templates for the development of adopter training materials, and to set common standards for the documentation and evaluation of caBIG tools, in order to ensure consistency in these procedures across adopters and other groups within the caBIG program"* • This modified statement will be distributed to the group for comments

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3. Discuss findings on currently available training tools	- An email had been distributed to the group regarding currently available tools. After review it was felt that training materials around these tools is limited - Discussed that we can touch base with the centers to see what training materials they have. - It was observed that this would have a low yield. Centers are 'understaffed' and find it difficult to make the time to develop training materials - Discussed the Developer group is thinking along the same lines
4 Review the priorities of the subcommittee	- Continue work on SOPs - Framework for project plan - Developing white papers - The group will come with a potential list of white papers it could do to work towards our goals
5. Discuss the development of a framework for the project plan	- We need to develop a framework for developing the project plan so that we can work further on the project plan during the face-to-face meeting in June - The question was raised around what 'project plan' means. In this context the project plan are the deliverables and milestones this group wishes to complete in the first year of the caBIG project

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6. Review and discuss the outline for developing SOPs	• An outline had been distributed to the group. No comments were made on the SOPs
	
	• There was a question regarding what these would cover. Edith had communicated that the initial SOPs would be around:
	
	    o Development and preparation of training materials for training adopters in the use of caBIG tools (to be done by developers and adopters for each caBIG tool)
	
	    o Identification, adoption and revision of existing training materials for training the adopters (to be done by our group in conjunction with the developers/adopters?)
	
	    o Evaluation and adoption of new and existing caBIG tools (by adopters).

7. Define additional action items, specifying individual responsibilities and timelines	• See table below

8. Other issues and concerns	• Naveen reported on the BRIITE meeting held last week.
	
	    o There were 20-30 attendees who are participating in caBIG
	
	    o Strong feeling that Architecture Group and Strategic Groups must be closely aligned. Jim Harrison, the Training SLWG liaison to the Architecture Group, is currently chairing the Developer Subcommittee and thus Jay Lewis volunteered to act as the liaison between the Adopter Subcommittee and the

	Architecture group in the short term
	o The tools out there today are not currently caBIG compatible. Naveen pointed to the current caBIG compatibility statement, as a good reference document. It is available at: **http://cabig.nci.nih.gov/caBIG/cabiglfs/caBIG_Compatibility_022004.doc**
	o There will be more documents released that address what it means to be caBIG compatible
	o Discussed the use of videoconferencing as a training option. The Strategic Planning SLWG had investigated this as an option but found that the equipment involved is quite costly. The group felt that many centers already have this equipment and suggested we survey the centers to see who does and does not have this equipment
9. Confirmation of next meeting	Confirmation of next meeting June 9, 2004
Action Items:	

	Name Responsible	Action Item	Date Due	Notes
	Cait Cusack	Distribute mission statement for review	May 28, 04	

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	The Adopter Subcommittee	Survey of the Cancer Centers regarding currently available templates, standards and protocols they use for training materials	June 9, 04	
	The Adopter Subcommittee	List of potential White Papers	June 9, 04	